

FRESNO, CALIFORNIA
CLASS SPECIFICATION

CRIME SCENE TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Crime Scene Technician is the first level in a three level Crime Scene Technician series. Incumbents are responsible for collecting and analyzing forensic evidence at major crime scenes, including photographs of scenes and latent prints.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Crime Scene Technician is distinguished from the Senior Crime Scene Technician, which is responsible as lead worker for making work assignments, determining completion of work, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Conducts crime scene investigations, which includes collecting and preserving evidence, operating photographic equipment to document scenes, processing evidence for latent prints, and performing other related activities.

Daily
25%

Attends and performs tasks associated with autopsies.

2. Performs latent comparisons and fingerprint classifications.

Daily
25%

3. Processes prisoners by taking fingerprints and photographs and collecting and entering demographic information; files documents utilizing prescribed methodologies.

Daily
25%

4. Prepares documents and reports detailing results of crime scene investigations.

Daily
15%

5. Performs routine crime lab procedures, such as chemical development of latent prints, collection of gunshot residue used for analysis, number restoration, and physiological fluid fluorescence testing.

Weekly
10%

6. Testifies or appears in court.

Daily 5%

7. Performs other duties of a similar nature or level.

As
Required

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Training and Experience (positions in this class typically require):

- Thirty units of college level coursework in a related field is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

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Knowledge (position requirements at entry):

Knowledge of:

- Office procedures, principles, practices and equipment;
- Photography principles and related equipment including photographic processing;
- Recordkeeping principles and practices.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications;
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense, noises, travel and heights.

Incumbents may be subjected to adverse and/or unfriendly individuals or crime scenes including decomposing bodies and autopsies.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007